



CITY OF SAN ANTONIO

P.O. BOX 839966
SAN ANTONIO, TEXAS 78283-3966

May 19, 2005

Roger Flores
Councilman, District 1

Joel Williams
Councilman, District 2

Ron Segovia
Councilman, District 3

Patti Radle
Councilwoman, District 5

Enrique Barrera
Councilman, District 6

Chip Haass
Councilman, District 10

Mrs. Radle and Gentlemen:

RE: Final Audit Report - The Emergency Medical Services Billing And Collections Services Contract

Today, this audit report was distributed and discussed with the Governance Committee. Attached for your review and information is a copy of the discussion presentation, the transmittal letter and the final report. The final report includes a short executive summary and table of contents which should prove helpful in obtaining a high level look at the scope and results of the review procedures and outcome. Attachment 1 with the report also shows opportunities that could be further pursued.

The audit team wants the Mayor and City Council to know that City Management and Staff as well as the Contractor, Business and Professional Service, Inc., cooperated fully on this project. The report includes their responses which were viewed as positive commitments to implement process changes and improvements. By doing so, the City should see the number and amount of billings issued and collected increase over time.

The Internal Audit Department is available to discuss the details of this report with you at your individual convenience. This project involved reviewing very complex processes that are critical financially and publicly to the City. We appreciated being able to perform this audit and to offer recommendations that can make a difference in the future.

Sincerely,

Patricia M. Major CPA, CIA, CTP, CGFM
City Internal Auditor
(210) 207-2853 office; (210) 215-9455 cell

cc: J Rolando Bono, Interim City Manager
Martha Sepeda, Interim City Attorney
Leticia Vacek, City Clerk
Christopher Brady, Assistant City Manager
Melissa Byrne Vossmer, Assistant City Manager
Erik Walsh, Assistant to the City Manager
Business and Professional Service, Inc. Mr. Thomas Benesch
Central Library Branch